

**Department of Administrative Services  
Construction Services Division/School Construction  
JOB OPPORTUNITY  
Architectural Design Reviewer 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list; State employees who currently hold or previously attained permanent status  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Job Posting No:** 60452  
**Hours:** Full Time, 35 hours/week  
**Salary:** ES25 \$62,892 - \$86,456 annually  
**Closing Date:** August 4, 2014

The Department of Administrative Services/Construction Services/School Construction Unit seeking a qualified applicant to fill a full-time, Architectural Design Reviewer 2 position. The Architectural Design Reviewer will be responsible for independently conducting reviews for all phases of complex school construction project documents for consistency with school construction grant program standards, compliance with state/federal codes, regulations/statutes; managing and conducting school project meetings with design professionals, district representatives, and local officials on document submissions for completeness, review, acceptance and approval; determining eligibility for state grant assistance; coordinating reviews of other State agency requirements, as needed.

**Preferred Knowledge and Experience**

- knowledge of school construction grant program standards and funding pertaining to school construction documents;
- knowledge of state and federal codes, regulations and standards pertaining to school construction documents;
- computer skills and experience with industry standard software such as AutoCAD, REVIT, MS Project;
- considerable interpersonal skills, oral and written communication skills;

**Eligibility Requirements:** Candidates must have applied for and passed the Architectural Design Reviewer 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Note:** Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Link to Architectural Design Reviewer 2 job description:**

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6716>

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12)

[http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

**Deborah Hearl  
Dept. of Administrative Services/SmART  
165 Capitol Avenue, 5 East  
Hartford, CT 06106  
Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov)  
Subject line MUST include: ADR2, 60452 and your last name.**

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.